

Job Descriptions for Vet to Vet

Peer educators understand personal goals and how achieve a personal goal.

The concept of learning and re learning, who is a person with disability and what is a disability, is the thread that weaves through peer education.

The Recovery Workbook by LeRoy Spaniol, Martin Kohler and Dori Hutchinson can be model for personal recovery for many people with disabilities. This workbook observes the previous actions mentioned for peer educators.

Again, The Recovery Workbook could be used as a personal recovery road map for a variety of people with a variety of disabilities.

Peer Facilitator Coordinator

The Coordinator is the Vet to Vet team captain. The Coordinator recruits, trains and develops the other peer facilitators. The Coordinator makes sure that the groups are staffed and well attended. The coordinator also attends meetings to see there is always a high level of knowledge and skill which goes into the educational support meetings. The Coordinator finds educational materials which might be used in the support meetings. The Coordinator networks with other people (both professional and peer) to find out the latest ideas and trends in mental health. These ideas and information should be accepted and supported by the mental health system. These ideas are taught by the Coordinator to the peer facilitators and that information is disseminated through the support meetings. The Coordinator attends conferences and trainings to keep current about those ideas and information.

Vet to Vet facilitators and Peer Educators

Participate in the development of peer support meetings. Responsible for the daily implementation of ongoing groups, recruitment and training of Peer Educators. Assist in the recruitment and training of Peer Educators. Provides job coaching to mental health consumers on a regular basis. Acts as site developer and liaison.

Job Duties and Responsibilities:

The essential duties/responsibilities of the position are included in but not limited to the information listed below.

1. Recruit and develop Vet to Vet facilitators and/or Peer Educators on an ongoing basis. Oversee the activities of regional Peer Educators, interns, volunteers and or substitute staff; provide work direction, training,

coaching, mentoring and development of activities as needed. Assist in annual program evaluations.

2. Participate in the development and dissemination of program materials. Maintains contact with all Peer Educators, program staff and funding sources. Responsible for the progress of individual Peer Educators.
3. Monitors and evaluates the effectiveness of groups for persons being served, including recommendations of Peer Educators, site contact personnel and funding staff. Provides recommendations or implement changes to ensure continuous improvement of programs.
4. Assess the data collected in monthly report to ensure adequate attendance at groups. Ensure progress notes on each Peer Educator and his or her group according to guidelines.
5. Work directly with Peer Educators and persons served. Work to develop skills of Peer Educators.
6. Communicate with management regarding Vet to Vet and/or Peer Educator progress.
7. Participate or be actively involved with various teams, such as the Peer Support Initiative Team.
8. Monitor supplies and equipment needed. Ensure equipment is used, cleaned and stored appropriately.
9. Assist with scheduling of Vet to Vet and/or Peer Educator training and ongoing group scheduling.
10. Act as advocate for Peer Educator and/or group members. Actively work towards community integration through outreach, training and education.
11. Perform other related duties as required.

Knowledge and Skills:

Knowledge and use of psychosocial education and training
Knowledge of empowerment and self-advocacy techniques
Knowledge of coordination and site development techniques
Knowledge of management skills

Knowledge of consumer initiatives

Knowledge of broad spectrum of mental health environments

Knowledge of special needs population

Presentation skills

Persuasive, collaborative skills

Ability to provide leadership

Ability to work independently and as part of an interdisciplinary team

Ability to provide a positive role model

Mild to moderate exertion of physical effort: physical strength needed to lift and carry training materials.